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NO.: CA-3584 October 18, 1960

SUBJECT: TRAVEL: Policy Regarding Travel of All Employees and Their Dependents

TO: All American Diplomatic and Consular Posts

JOINT STATE - USIA - ICA MESSAGE

Policy. The needs of the Department of State, United States Information Agency and International Cooperation Administration require that official travel be performed by the most direct usually traveled route. Accordingly, each employee should develop his itinerary to travel by the most direct routing by the mode(s) of transportation available.

Regulation. In recognition of the above requirement, the pertinent regulations are being amended to reflect the following changes which are effective for all travel commencing on or after November 15, 1960.

Where a traveler elects for his personal convenience to travel by an indirect route or between points other than those authorized in the travel authorization or interrupts travel for his personal convenience, the cost to the Government and allowable travel time shall be subject to the following limitations:

a. Payment of transportation costs and authorized excess baggage charges shall be allowed in an amount not to exceed the transportation and excess baggage costs which would have been incurred had travel been performed by the most direct usually traveled route between the authorized points of travel, based on the class and mode(s) of transportation used.

b. Reimbursement for per diem and incidental expenses shall be limited to the amount which would have been incurred by uninterrupted travel via the most direct usually traveled route and shall be based upon the mode(s) of transportation actually used.

c. Travel time in excess of that which would have been incurred by uninterrupted travel by the most direct usually traveled route shall be charged to annual leave, if available, or leave without pay.

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